

Race Result – How to modify the Registration Landing Page and options

Synopsis: Each event has its own page on the system. There are up to 5 tabs available:

- **INFO :** This should contain all relevant information about the event - when and where it is, description of the course, rules, regulations etc.
- **REGISTRATION :** Contains and additional information such entry fees, how to enter and when online entry opens & closes. Plus button(s) to initiate online entry.
- **PARTICIPANTS :** Displays various lists of participants who have already entered.
- **RESULTS :** All result reports will appear here. May be updated Live.
- **CONTACT FORM :** This shows as an envelope and opens a contact form so that participants may submit inquiries or notify corrections etc.

Pre-requisites: When a potential participant clicks on the "Registration" tab from the event page, the Registration Landing Page will appear. This page contains any relevant information that they need to know before committing to enter (e.g. Entry Fees / Opening & Closing date, refunds policy etc). Note that you should not duplicate everything that appears on the "Info"tab.... Buttons provide links to initiate single and/or group entry. These instructions tell you how to modify the texts that appear on the registration pages. Also, you can change the online registration availability dates and times.

Navigate to the Race Result Event Management Page

1. From a PC, Laptop or Tablet browser, navigate to Race Result: <https://events.raceresult.com>
2. Logon with your User name (5-digit logon or username) and password.
3. From your list of events, select (click on) the event you wish to work with.
4. The event summary panel will open and you will see a list of tabs in the black bar across the top: Overview / Main Window / Participants / Output / my.raceresult.com / Tools (note that you may not have access to all of these).

Update the "Registration" tab content

5. Click on the "my.raceresult.com" tab. This will open the management page for all online content.
6. From the left hand sidebar list of options, under "ONLINE REGISTRATION", click on "Basic Settings".

"Basic Settings" Panel

7. "Activate Online Registration" must be checked if you intend to use the facility.
8. You can modify the Available From & To dates & times. These should be entered as DD/MM/YY HH:MM:SS
9. Please do not alter the Mode / Size / or other options in this panel.

"Contests" Panel

10. Please do not alter the content in this panel.

"Landing Page" Panel

11. In the "Info Text" section, you can type (or paste from another document) any text that you wish to appear on the "Registration" tab whilst online registration is open. Please refer to the "Synopsis" section earlier in

this document for guidance on what you should include here.

You can use the various formatting tools or enter html text if you are competent at doing this. E.g. Bold / Italic / Font / Size etc. As fancy as you want!

12. In the "Info Text After Closing Date" section, you can type (or paste from another document) any text that you wish to appear on the "Registration" tab after online entry has closed. Typically this would be "Sorry - Online entry has now closed...." plus any information that you wish to disclose; such as the policy on accepting late or on-the-day entries.
13. In the "Info Text Before Opening Date" section, you can type (or paste from another document) any text that you wish to appear on the "Registration" tab before online entry has opened. Typically this would be "Online entry will open on <Day Month Year>....etc" plus perhaps the closing date for online entries.
14. Please do not alter the remaining settings in this panel.

"Check Page" panel

15. In the "Rules of Participation" section, you can type (or paste from another document) any text that you wish to appear on the Registration Confirmation page (which appears after entry details have been validated and before payment is taken). Typically this would be a disclaimer along the lines of "I accept the risk of entering and am fit to participate" etc. Plus your policy on refunds etc.
16. Please do not alter the remaining settings in this panel.

"Confirmation Page" panel

17. In the "Additional Text" section, you can type (or paste from another document) any text that you wish to appear on the Entry Accepted page (which appears after payment is taken). Typically this would be "Thank you for entering.... we look forward to seeing you on..... Best wishes from XXX events " etc.
18. You can enable Social Media links if you wish. This allows participants to share the event with their contacts.

"More Options" panel

19. With these options you can control whether you will allow duplicate entries and/or receive email notification of entries. Up to you !

Saving your changes

20. Finally, click on the Blue "Disk" icon that appears in the top LH corner of the page to save the content.
21. You have now successfully updated the "Registration" tab on your event page.